



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
APR 28 2000

MEMORANDUM FOR MAJOR CLAIMANT STAFF CHAPALINS

Subj: FOCUS 08/00 INNOVATIVE TECHNOLOGY: NEW CRB WEB SITE AND
CHAPLAIN CORPS EMAIL ADDRESSES

Encl: (1) Instructions for Activating & Accessing Your New
Chaplain Email Account

1. SECNAVINST 5720 requires that the current Chaplain Corps Web Site and email routing system move from a civilian provider to a military system using "navy.mil" addresses. The old CRB Web Site (www.chcnavy.org) has moved to its new address to www.chaplain.navy.mil.

2. **EFFECTIVE 8 MAY 2000**, @chcnavy.org email system will be **shut down**. CRB will institute a new **Internet-based** email system that can be accessed via a web-browser from anywhere in the world. This is similar to *Hotmail*, *Juno* and other commercial systems. Email addressing will change as follows:

a. For all Navy Chaplains (Active Duty and Reserve) your new email address is Lastname.Firstname@chaplain.navy.mil.

b. Please note that your address is based upon your **legal first name** as it appears on Navy Alpha Rosters.

3. For chaplains that share identical last and first names with other chaplains, CRB will contact you directly to inform you of your new email address.

4. **PLEASE print out and read thoroughly the attached enclosure, "Instructions For Accessing The New Chaplain Email Accounts," before attempting to activate your new email account. Instructions for accessing your account can also be found at:**


www.chaplain.navy.mil/new-email.htm.

5. **Please do not attempt to activate your email account until 1 May 00** (CRB will be conducting security checks through the end of April). It is imperative that all chaplains begin activating their email starting 1 May 00. Current email groups such as "captains," "claimants," "region," etc., will not be an effective means of communication until **ALL** of us are activated. For the month of May, FOCUSES and other communications from N097

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staff will be backed up by fax machine distribution to Claimant Staff Chaplains as well as their routine placement on the CRB Web Site.

6. Please distribute this FOCUS among all chaplains and Religious Ministry Support staffs immediately. Please note again that the current **@chcnavy.org** email routing system will be shut down on **8 May 2000**.



A. B. HOLDERBY, JR.
Rear Admiral, CHC, U.S. Navy
Chief of Chaplains

INSTRUCTIONS FOR ACTIVATING & ACCESSING YOUR NEW CHAPLAIN EMAIL ACCOUNT

1. **PLEASE print these instructions.** PLEASE read thoroughly prior to activating your email account. Please do not attempt to activate your email account until 1 May 00.
2. Click on this hyperlink <https://138.139.28.19/exchange> to go to the Login Page. You *may* be prompted by a gray box telling you that you are now entering a secure web page. Click OK to enter the page. There should be a white page with the Chaplain Corps and RP seals at the top. *(During this initial stage, depending on your web browser, you may receive pop-ups inquiring about or informing you of a security certificate. If you get these pop-ups, please hit continue or accept).*
3. Type your email login name into the white input line in the text box at the right. For most users, this login name is **Lastname.Firstname**; for example, Smith.John. For some common names, the middle initial must be added to the end of the Firstname (e.g. Smith.John**Q**). These users have been or will be contacted by CRB via separate correspondence. Please note that this **initial login** is case sensitive; meaning that the first letter of your **Lastname** and **Firstname** must be typed in capital case while the rest of the letters in your name are entered in lower case (for examples, **Smith.John**, vice smith.john and **Smith.JohnQ** vice smith.johnq).
4. Click on the words “click here” below the white line. A gray box with two white input lines should appear.
5. In the upper line, input the account EXACTLY the same way you did on the login screen.

On the password line below, write out your initial login again (**Lastname.Firstname**), including the “.” placing one character on each _____. Make sure that the . (period) is its own character.

If your Lastname.Firstname login is over 14 characters, eliminate the characters over 14 spaces. Example; if your name is William Johnson, your login account is Johnson.William and your initial password is Johnson.Willia (the “m” is dropped since it is the 15th character).

If your Lastname.Firstname login is less than 8 characters (including the “.”, add x’s to bring the number up to eight. Example; if your name is Ed Lee, your login account is Lee.Ed and your initial password is Lee.Edxx (two x’s are added to bring the number up to eight).

password ____ _ | ____ _

Back on the computer; on the lower (password) line, enter the password from the password line above. Make sure that the appropriate letters are capitalized. Press the enter key.

6. You should be prompted to change your password. A white page will appear asking for:

- your account name (input exactly the same way as above: Lastname.Firstname)
- your old password (**password** line that you prepared above).
- your new password
- your new password again (2nd time for confirmation).

7. Your new password must be at least 8 characters (letters and numbers) in length and it is suggested that you use at least one capital letter and a number. You must enter this twice in exactly the same manner.

[Please remember this password even the CRB email administrator WILL NOT know it. If you forget your password, send an email to email@crb.chaplain.navy.mil].

8. A white screen should appear that says, “password successfully changed.” Put your mouse pointer over the letters “back to <https://...>” Click the mouse. You will get a pop-up informing you of an error. Hit okay. A gray box with two lines will appear. Enter your user name on the top line (Lastname.Firstname) and your **NEW PASSWORD** on the 2nd line in the gray box. A gray web-based email program should appear. **Congratulations!** You will notice that it is similar to Microsoft’s Outlook programs.

Using your email account

Once you’ve logged in for the first time, you can use your email account in one of two ways:

- 1) You can use it as a web-based account, reading your mail at any computer that has access to the Internet. This is useful if you travel often or move from command to command frequently.

or

- 2) ***[CRB RECOMMENDATION]*** You can have your mail forwarded into an existing account. If you are active duty, CRB recommends that any forwarding be to your official command email address. This forwarding feature is useful if you want to limit the number of email accounts that you check. If you desire to have your mail from your Chaplain Corps account forwarded to another address, PLEASE send an email to email@crb.chaplain.navy.mil indicating the account where you want your email forwarded. You will be advised by email when the forwarding feature is activated.

Troubleshooting this activation

1. If your activation fails for some reason, use the 'Back' button on your web browser to return to the last place it seemed to be working. Re-read the instructions for that step. Proceed again (as with commercial providers, sometimes it just doesn't "take" on the first attempt).
2. If you have tried to login three times unsuccessfully, you must send an email to email@crb.chaplain.navy.mil to unlock your account. Please put "UNLOCK" in the subject line of the email. This is a security feature to keep computer hackers from randomly trying names and passwords.
3. Important note: the URL address for the login page begins with https:// vice http://; that little "s" tells your machine that it is a secure site.
4. When you initially browse to https://138.139.28.19/exchange, you *may* have the opportunity to install the security certificate. If your computer is in a relatively secure place (your office vice the public library) and you use it regularly, feel free to install the certificate (the button on the right).
5. If none of the above works, please contact your command ADP person for assistance. There may be local command configuration issues of which you are unaware. PLEASE DO NOT CALL CRB to walk you through this activation. If you are having problems activating your account, have your ADP department representative email CRB at email@crb.chaplain.navy.mil. Put "TROUBLE CALL" in the email subject line. PLEASE have your command ADP representative indicate a DSN or commercial contact phone number in the email. Someone from CRB will email or call your command ADP representative within 2 business days.

IF ALL ELSE FAILS – SEND US AN EMAIL,

TURN THE COMPUTER OFF,

GO OUT AND DO DECKPLATE MINISTRY!